



RCSS
RAJAGIRI COLLEGE OF
SOCIAL SCIENCES
(AUTONOMOUS)

Rajagiri College of Social Sciences (Autonomous)

"College With Potential For Excellence"
(Affiliated to Mahatma Gandhi University)
NAAC Accreditation

Year 2000 at Five Star Level

Year 2007 at A⁺ Level

Year 2013 - at A Grade with CGPA of 3.70 on 4 point scale

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

Minutes of Examination Advisory Committee Meeting

DATE: 28th October 2021

TIME: 3.00PM

GOOGLE MEET LINK: <https://meet.google.com/kfc-wmwu-upx>

Agenda

1. Welcome:- – Dr. Sr.Lizy P J, Coordinator IQAC
2. Action Taken Report: Ay 2020-21
3. Results Of Graduated Batches : Ay 2020-21
4. Results Of Even Semesters : Ay 2020-21
5. No. Of Days Taken To Publish Last ESE Results
6. Examination Calendar – ESE : Ay 2021-22
7. Essential Documents To Be Updated With Office Of Examinations (After Every Change In Syllabus)
8. Other Relevant Matters
9. Vote Of Thanks

Members Present:-

1. Dr.Binoy Joseph, Principal, RCSS
2. Dr.Sr.Lizy P.J, Cordinator, IQAC
3. Fr.Shinto Joseph CMI, Asst. Director, Hill Campus
4. Dr.Manoj Mathew, Controller of Examinations (COE)- Convenor, Examinations Committee
5. Dr. Fr.Joseph M.K, Head, Department of Social Work
6. Dr. Bindiya M Varghese, Dean - Dept. of Computer Science, Additional Coordinator IQAC
7. Dr.Manoj Menon, Head, Dept. of Personnel Management
8. Dr.Veeva Mathew, Head, Dept. of Business Administration



9. Dr. Joseph K.X., Dean, Department of Commerce
10. Dr. A.T. Francis, Head, Dept. of Library & Information Science
11. Dr. Bennet Jose, Assistant Prof., Dept. of Statistics
12. Dr. Nycil Romis Thomas, ACE, Dept. of Social Work (UG Programme)
13. Dr. Kiran Thampi, ACE, Dept. of Social Work (PG Programme)
14. Dr. Ann Baby, ACE, Dept. of Computer Science
15. Prof. Neethu Mohanan, ACE, Dept. of Library & Information Science
16. Dr. Palayoor Benyne Jos, ACE, Dept. of Psychology
17. Prof. Titus P.C., ACE, Dept. of Commerce
18. Prof. Shiju Thomas, Software Support & Asst. Prof., Dept. of Computer Science
19. Prof. Sabeen Govind, Assistant Prof., Dept. of Computer Science
20. Mr. Pramod U Korula, Asst Director, Office of International Relations
21. Sr. Jophy Joseph, Clerk, College Administration - Exam
22. Mr. Suraj M, Junior Executive, Exam
23. Mr. Vibin V Jose, Junior Executive, Exam
24. Ms. Sheena Terence, Jr. Executive, Office Administration
25. Sr. Tessy Rose, Senior Clerk, College Administration

The examination committee meeting started with a silent prayer. Dr. Sr. Lizy P J, Coordinator, IQAC introduced the members to the meeting.

Agenda item No.1. Welcome

The Examination Committee meeting was hosted on an online platform on 28th October 2021 at 3.00 pm. Dr. Binoy Joseph, Principal RCSS welcomed the committee members to the meeting. He points out that exams are a very significant part for the conduct of an Autonomous Status of an Institution.

He explained that re-examination is possible only for internal exams (CAE 1 & CAE 2) on the ground of placement. He also shared that re-examination of an ESE is possible in two circumstances; First is as per the University Rules, the college can consider re-examination for the student who is affected by COVID-19. Second is, the college can conduct special exams for Syrian Students of MBA who have completed the programme and had supplementary exams.

He reminded all ACE's to make sure to maintain the quality and standards of conducting CAE 1 and 2, Assignments, Project work etc. A plagiarism check has to be done mandatorily even for the submission of assignments.



He congratulated the Office of Examination and its core teams for the smooth functioning and conducting of exams.

Agenda item No.2. Minutes of Previous Meeting and Action Taken Report

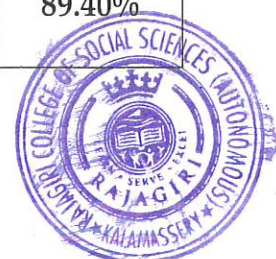
Minutes of the previous meeting held on 26th June 2021 was read out by Dr. Manoj Mathew, COE confirmed and recorded. The Action taken upon the minutes of the previous meeting was also presented.

Action Taken Report of AY 2020-21

1. Samavarthanam – 1st September 2021
2. Orientation Programme for Chairmen – BoE, ACE
3. Orientation Programme for Grading to faculty Members
4. Provisional Tabulation Register submitted to M G University

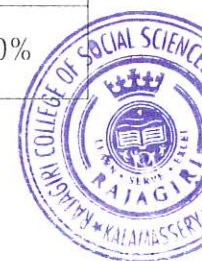
Agenda item No.3. Results of Graduated Batches: Ay 2020-21

Programme	Name of the Programme	Students Appeared	Students Passed	Pass %
UG	Bachelor of Commerce Model-I (Computer Applications)	50	47	94.00%
	Bachelor of Commerce Model-I (Finance and Taxation)	50	50	100.00%
	Bachelor of Commerce Model-II (Finance and Taxation)	96	90	93.80%
	Bachelor of Science in Psychology	37	35	94.60%
	Bachelor of Business Administration	47	41	87.20%
	Bachelor of Social Work	36	34	94.40%
PG	Master of Library and Information Science	24	23	95.80%
	Master of Business Administration	125	99	79.20%
	Master of Human Resource Management	40	33	82.50%
	Master of Science in Psychology	24	23	95.80%
	Master of Social Work	54	49	90.70%
	Master of Computer Applications	39	36	92.30%
PG-Diploma	Post Graduate Diploma in Clinical Social Work and Counselling Practice	28	21	75.00%
Overall		650	581	89.40%



Agenda item No.4. Results of Even Semester: AY 2020-21

Name of the Programme	Batch	Students Appeared	Students Passed	Pass Percentage
Bachelor of Business Administration	2018-21, Sem-6	47	45	95.70%
Bachelor of Business Administration	2019-22, Sem-4	50	46	92.00%
Bachelor of Business Administration	2020-23, Sem-2	60	42	70.00%
Bachelor of Commerce Model-I (CA)	2018-21, Sem-6	50	49	98.00%
Bachelor of Commerce Model-I (CA)	2019-22, Sem-4	48	45	93.80%
Bachelor of Commerce Model-I (CA)	2020-23, Sem-2	60	55	91.70%
Bachelor of Commerce Model-I (FT)	2018-21, Sem-6	50	50	100.00%
Bachelor of Commerce Model-I (FT)	2019-22, Sem-4	49	48	98.00%
Bachelor of Commerce Model-I (FT)	2020-23, Sem-2	96	82	85.40%
Bachelor of Commerce Model-II (FT)	2018-21, Sem-6	96	95	99.00%
Bachelor of Commerce Model-II (FT)	2019-22, Sem-4	100	96	96.00%
Bachelor of Commerce Model-II (FT)	2020-23, Sem-2	122	111	91.00%
Bachelor of Science in Psychology	2018-21, Sem-6	37	37	100.00%
Bachelor of Science in Psychology	2019-22, Sem-4	37	34	91.90%
Bachelor of Science in Psychology	2020-23, Sem-2	50	45	90.00%
Bachelor of Social Work	2018-21, Sem-6	36	36	100.00%
Bachelor of Social Work	2019-22, Sem-4	31	28	90.30%
Bachelor of Social Work	2020-23, Sem-2	59	41	69.50%
Master of Business Administration	2019-21, Sem-4	125	115	92.00%
Master of Business Administration	2020-22, Sem-2	116	89	76.70%



Master of Computer Applications	2018-21, Sem-6	39	38	97.40%
Master of Computer Applications	2019-22, Sem-4	42	38	90.50%
Master of Computer Applications	2020-22, Sem-2	59	53	89.80%
Master of Human Resource Management	2019-21, Sem-4	40	37	92.50%
Master of Human Resource Management	2020-22, Sem-2	36	32	88.90%
Master of Library and Information Science	2020-21, Sem-2	24	23	95.80%
Master of Science in Psychology	2019-21, Sem-4	24	24	100.00%
Master of Science in Psychology	2020-22, Sem-2	23	19	82.60%
Master of Social Work	2019-21, Sem-4	54	53	98.10%
Master of Social Work	2020-22, Sem-2	61	51	83.60%
PGDCSW	2020-21, Sem-2	28	26	92.90%
OVEROLL		1749	1583	90.50%

He shared that more attention has to be given to the batches that have secured below 80% pass rate.

Agenda item No.5. No. Of Days Taken To Publish Last ESE Results

Name of the Programme	Batch	Students Appeared	Students Passed	Pass Percentage
Bachelor of Business Administration	2018-21, Sem-6	47	45	95.70%
Bachelor of Business Administration	2019-22, Sem-4	50	46	92.00%
Bachelor of Business Administration	2020-23, Sem-2	60	42	70.00%
Bachelor of Commerce Model-I (CA)	2018-21, Sem-6	50	49	98.00%
Bachelor of Commerce Model-I (CA)	2019-22, Sem-4	48	45	93.80%
Bachelor of Commerce Model-I (CA)	2020-23, Sem-2	60	55	91.70%



Bachelor of Commerce Model-I (FT)	2018-21, Sem-6	50	50	100.00%
Bachelor of Commerce Model-I (FT)	2019-22, Sem-4	49	48	98.00%
Bachelor of Commerce Model-I (FT)	2020-23, Sem-2	96	82	85.40%
Bachelor of Commerce Model-II (FT)	2018-21, Sem-6	96	95	99.00%
Bachelor of Commerce Model-II (FT)	2019-22, Sem-4	100	96	96.00%
Bachelor of Commerce Model-II (FT)	2020-23, Sem-2	122	111	91.00%
Bachelor of Science in Psychology	2018-21, Sem-6	37	37	100.00%
Bachelor of Science in Psychology	2019-22, Sem-4	37	34	91.90%
Bachelor of Science in Psychology	2020-23, Sem-2	50	45	90.00%
Bachelor of Social Work	2018-21, Sem-6	36	36	100.00%
Bachelor of Social Work	2019-22, Sem-4	31	28	90.30%
Bachelor of Social Work	2020-23, Sem-2	59	41	69.50%
Master of Business Administration	2019-21, Sem-4	125	115	92.00%
Master of Business Administration	2020-22, Sem-2	116	89	76.70%
Master of Computer Applications	2018-21, Sem-6	39	38	97.40%
Master of Computer Applications	2019-22, Sem-4	42	38	90.50%
Master of Computer Applications	2020-22, Sem-2	59	53	89.80%
Master of Human Resource Management	2019-21, Sem-4	40	37	92.50%
Master of Human Resource Management	2020-22, Sem-2	36	32	88.90%
Master of Library and Information Science	2020-21, Sem-2	24	23	95.80%



Master of Science in Psychology	2019-21, Sem-4	24	24	100.00%
Master of Science in Psychology	2020-22, Sem-2	23	19	82.60%
Master of Social Work	2019-21, Sem-4	54	53	98.10%
Master of Social Work	2020-22, Sem-2	61	51	83.60%
PGDCSW	2020-21, Sem-2	28	26	92.90%
OVEROLL		1749	1583	90.50%

He points out that this area is very crucial and critical for an autonomous institution since it is considered a factor for measuring the efficiency of an Institution. It was noticed that there is a huge difference between internal and external evaluation of some papers in Languages. So it is forced to go for third party evaluation and it leads to more days to publish the results of UG programmes.

Agenda item No.6. Examination Calendar - ESE: AY 2021-22

	Programme	Odd Semesters	Commencement	Even Semesters	Commencement
UG	B.Com & BBA	I	02-01-2022	II	19-04-2022
	B.Com & BBA	III	29-10-2021	IV	05-04-2022
	B.Com	V	28-10-2021	VI	04-04-2022
	BBA	V	30-11-2021	VI	04-04-2022
	B.Sc. Psychology	I	02-01-2022	II	19-04-2022
	B.Sc Psychology	III	08-11-2021	IV	04-04-2022
	B.Sc Psychology	V	09-11-2021	VI	05-04-2022
	BSW	I	02-01-2022	II	19-04-2022
	BSW	III	04-10-2021	IV	05-04-2022
	BSW	V	05-10-2021	VI	04-04-2022
PG	M.Sc.Psychology	I	02-01-2022	II	19-04-2022
	M.Sc.Psychology	III	08-11-2021	IV	05-04-2022
	M.Lib.I.Sc.	I & III	08-11-2021	II & IV	07-04-2022
	MCA & M.Sc.CS	III	27-10-2021	IV	14-03-2022
	MCA	V	18-10-2021	VI	13-03-2022
	MSW & PGDCSW	I	29-12-2021	II	11-04-2022
	MSW	III	06-12-2021	IV	12-04-2022
	MHRM	I	26-11-2021	II	08-04-2022
	MHRM	III	13-12-2021	IV	02-04-2022
	MBA	I	13-12-2021	II	08-04-2022
	MBA	III	26-11-2021	IV	01-04-2022



He wishes that it would be possible if all departments work together to conduct the odd and even semester examinations as per the schedule.

Agenda item No.7. Essential Documents to Be Updated With Office of Examinations (After Every Change in Syllabus)

Dr. Manoj Mathew mentioned the documents which are essential for the smooth conducting of both internal and external examinations, publication of results and finally issuing the final marklist and certificates to the students.

- A hard copy of the approved syllabus
- Approval Order from MGU
- Scheme of the Programme (Break-up of CIA, Pass % of CIA, ESE and Aggregate if any)
- Course Code, Title and Credits of all courses under the programme
- Format of Semester and Consolidated Mark / Grade Statement.
- Pattern of Question Papers (CAE & ESE)

Agenda item No.9. Other Relevant Matters

He shared about certain aspects where the departments and office of examination need to act on.

- Question bank revamping before CAE 2
- International students - Intimation has to send to the examination wing regarding the conduct of CAE 1 and if when they quit the programme and take TC
- Certificate verification of students related to Name and Photograph has to be done through the Office of Admission and also department wise.
- Training has been given to Asst. Controllers in Fedena, Grading system.

He requested all the departments to intimate the date of semester result analysis so they can provide the relevant data regard to this.

Agenda item No.10. Vote of Thanks

Dr. Manoj Mathew, COE extended gratitude and thanks to all members of the committee, ACEs, IQAC and non-teaching staff of the examination wing. The meeting ended at 3.40 pm.



RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)







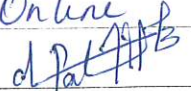
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Examination Committee Meeting

Date:- Thursday, 28th October 2021

Time:- 3.30 PM

Google Meet Link:- <https://meet.google.com/kfc-wmwu-upx>

Name	Designation	Signature
Dr. Binoy Joseph (Chair)	Principal, RCSS	
Dr.Fr. Saju M.D CMI	Asso. Director & Vice Principal, RCSS	A
Dr.Fr.Francis Sebastian CMI	Asst. Director, Valley Campus & Asst. Prof. Dept. of Business Administration.	A
Fr.Shinto Joseph CMI	Asst. Director, Hill Campus, Asst. Prof. Dept. Dept. of Social Work	
Dr.Manoj Mathew (Convenor)	Controller of Examinations (COE)	Online.
Dr.Sr.Lizy P J	Coordinator, IQAC	
Dr. Fr. Joseph M K	HOD, Dept. of Social Work	A
Dr.Kiran Thampi	ACE, Dept. of Social Work (PG)	A
Dr. Nycil Romis Thomas	ACE, Dept. of Social Work (UG)	
Dr.A.T Francis	HOD, Dept. of Lib & Information Science	
Ms. Neethu Mohanan	ACE, Library & Information Science	
Dr. Bindiya M Varghese	Dean, Dept. of Computer Science	Online
Dr. Ann Baby	ACE, Dept. of Computer Science	

Dr. Fr. Varghese K Varghese	Dean, Dept. of Psychology	A
Dr. Palayoor Benyne Jos	ACE, Dept. of Psychology	
Dr. Joseph K.X.	Dean, Dept. of Commerce & Professional Studies	Joseph
Mr. Titus P.C.	ACE, Dept. of Commerce & Professional Studies	Titus
Dr. Manoj Menon	HOD, Dept. of Personnel Management	Online
Dr. Veeva Mathew	HOD, Dept. of Business Administration	Online
Dr. Simon Jacob	ACE (Management Science)	A
Dr. Bennet Jose	Dept. of Statistics	S Bennet
Prof. Shiju Thomas	Software Support	Shiju
Prof. Sabeen Govind	Asst. Prof, Dept. of Computer Science	Sabeen
Mr. Pramod U Korula	Asst Director, Office of International Relations	Online
Sr. Tessa Rose	Senior Clerk, College Administration	Sr Tessa
Ms. Sheena Terence	Jr. Executive, Office Administration	Online